



Department of Transportation & Engineering

AVIATION DIVISION

STANDARD OPERATING PROCEDURES

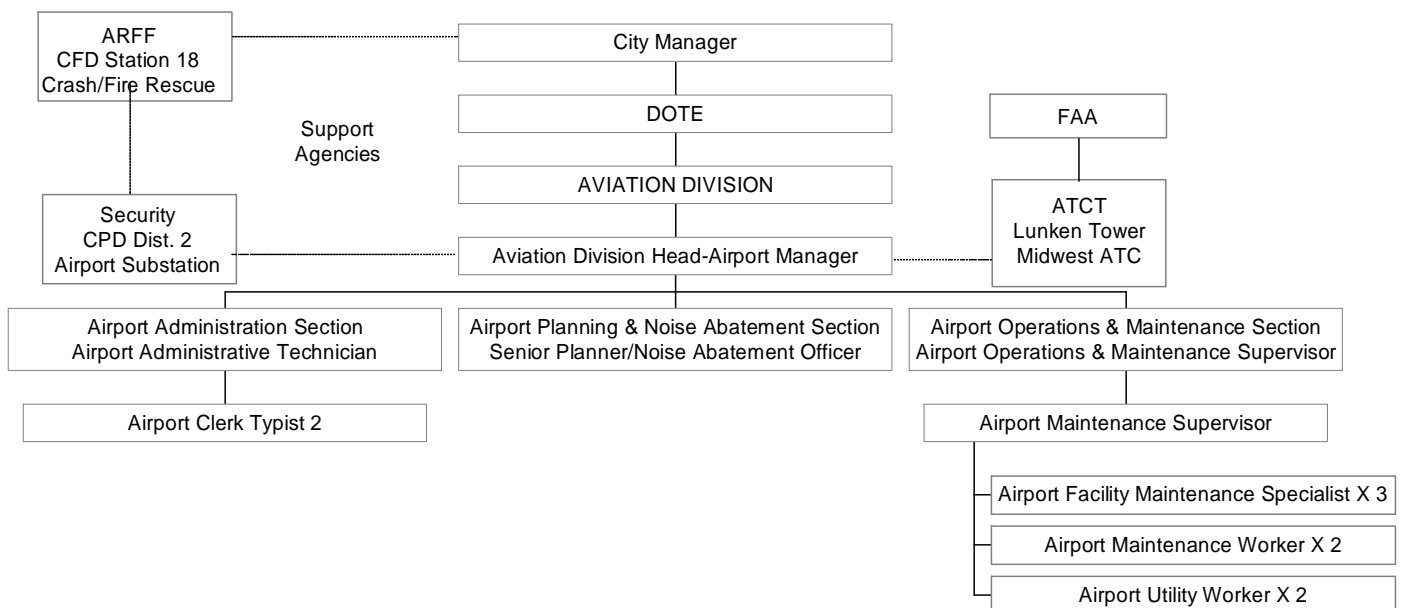
Cincinnati Department of Transportation

The City of Cincinnati Department of Transportation & Engineering exists for the purpose of planning, designing, building and maintaining a transportation network that enables the mobility of persons, goods, and services and helps create a sustainable, balanced environment.

Aviation Division

The Aviation Division of the Department Transportation & Engineering is responsible for the safe and self-sustaining operation of the Cincinnati Municipal Lunken and Blue Ash Airports. The Division supports Airport operations by providing maintenance and services to allow the property to be used for their intended purpose and to eliminate any operational delays. Other operational responsibilities include airport condition monitoring, compliance with FAA Part 139 Certification, Part 77 Obstruction requirements, Part 1542 Security, and Airport Safety. Administratively, the Division is responsible for the collection of rent and operating fees, accounting, planning, noise compatibility, and business development programs.

The Division Maintenance Section is responsible for the maintenance and upkeep of the entire Cincinnati Lunken Airport 1,140 acre facility, including three major runway systems and facilities of approximately 28 buildings. Major maintenance of the Cincinnati Blue Ash Airport runway, lighting systems, navigational aids and other facilities is also the responsibility of the Maintenance Section. Additionally, snow removal, mowing, wildlife hazard management, field maintenance, obstruction clearance control, pavement maintenance, flood control and outfall areas that are monitored under the Environment Protection Agency guidelines are the responsibility of the Aviation Division.



AVIATION DIVISION HEAD / AIRPORT MANAGER:

The Aviation Division Head / Airport Manager reports directly to the Transportation & Engineering Department Director and indirectly to the City Manager. The Airport Manager is responsible for the safe and efficient daily operation and maintenance of the Airports.

He is responsible for professional, administrative, and technical work related to the management and development of a municipal airport. Challenges include issues concerning future development, leasehold management, community and environmental concerns, customer service, air traffic control, and fire/security needs.

He is responsible for compliance with rules, regulations, and policies affecting the Airport and Airport personnel, as issued by all pertinent authorities.

The Manager may delegate such technical duties as circumstances require, but without relinquishing his personal responsibilities.

More specifically, his responsibilities include:

1. Ensuring that the Airport operates on a totally self-sustaining basis and in compliance with all Federal Aviation Administration requirements.
 2. Establishing such controls as are needed to assure the economic operation of the Airport.
 3. Negotiating and administering tenant and lease agreements.
 4. Enforcing Airport rules and regulations.
 5. Instilling in all Airport personnel the realization that the Airport is operated for the benefit of the public, with a high degree of service consciousness, in a manner, which will enhance the Airport's image in the eyes of the Airport users and adjacent communities.
 6. Continually monitoring Airport personnel, methods, procedures, and facilities to improve Airport efficiency.
 7. Maintaining the physical condition of the Airport facilities and ground equipment in conformance with established standards of safety, efficiency, appearance, and identity.
 8. Providing for all aspects of Airport security, including the protection of the public, Airport personnel, and property.
 9. Maintaining a readiness to handle emergencies, including Airport Emergency Procedures, and for providing medical aid as required.
 10. Ensuring operational efficiency by dealing effectively with tenants, operators, Federal Aviation Administration Airport Air Traffic Control, and traffic flow matters.
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11. Determining that all Airport employees and service contractors study and comply with established regulations regarding accident and emergency procedures.
12. Preparing an annual operating and capital budget and the Airport's Aid Program Plan.
13. Establishing and maintaining effective working relationships with Airport tenants and users.
14. Participating in the establishment of policies relative to tenant agreements and negotiations.
15. Liaison with State and Federal agencies on Airport matters, air programs, and environmental requirements.
16. Maintaining the essential liaison with City and City departments that may have direct or indirect areas of concern with the Airport.
17. Coordinating the efforts of assigned DOT&E Client Engineering Services on all matters relative to Airport improvements, appropriation of Federal, State, and local funding, and other technical issues.
18. Performs related duties as required or directed by the Director of Transportation & Engineering.

AIRPORT ADMINISTRATION SECTION

There is currently one Airport Administrative Technician and Clerk Typist 2 assigned to the Aviation Division, reporting directly to the Airport Manager.

Airport Administrative Technician:

Responsible to the Airport Manager for record keeping, custodian ship, collection, and disbursement of funds and protection of assets of the Airport. Additionally responsible for financial controls, accounting systems, and reports through CFS/ARS, etc.

More specifically, responsibilities include:

1. Maintenance of files of source documentation and Airport records in accordance with established procedure.
 2. Processing and payment of invoices.
 3. Preparation and distribution of billing.
 4. Safeguarding of cash and depositing of all collections.
 5. Preparations of statements and reports as directed.
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6. Maintenance of divisional payroll and CHRIS program.
7. Ensures that all correspondence is prepared and processed per City policy.
8. Directs the activities of the Accounting Technician or Clerk Typist.
9. Assists in operating and capital budget preparation and control of expenditures within budget limitations.
10. Maintenance and administration of tenant lease and use agreements.
11. Assists the Airport Manager in keeping schedules and calendars of meetings and appointments, screening and routing of mail, and providing customer service support.
12. Coordination of Airport landing fee program, including invoicing and collection of fees, and records maintenance.
13. Responsible for auditing and maintaining the Airport Fuel Policy, Fuel Distribution Reports, and Tenant Fuel Reports.
14. Performs related duties as required or directed by the Airport Manager.

Clerk Typist 2 (Growth to Accounting Technician):

There is currently one Airport Clerk Typist assigned to the Aviation Division, reporting directly to the Airport Administrative Technician and indirectly to the Airport Manager. The Clerk Typist position has growth potential to the position of Airport Accounting Technician.

Assists the Airport Manager, Administrative Technician, and Airport Operations & Maintenance Supervisor by performing personal stenographic and clerical duties for the Airport and General Aviation, such as receiving and transcribing dictation, preparing and typing correspondence, receiving visitors, filing correspondence and other office records, answering telephones, and operating standard office equipment.

Maintains Airport records, lease, accounting, and financial files, fuel distribution audits, tracking of landing fees, and keeps an accurate account of tenant rents and fee payments.

Growth to: Airport Accounting Technician

Assists the Airport Manager, Administrative Technician, and Airport Operations & Maintenance Supervisor by processing and payment of invoices (accounts payable), preparation and distribution of billing invoices (accounts receivable), receiving visitors, filing correspondence and other office records, answering telephones, operating standard office equipment, and providing customer service support.

Maintains Airport records, lease, accounting, and financial files, fuel distribution audits, tracking of landing fees, and keeps an accurate account of tenant rents and fee payments. Performs other

duties as requested by the Airport Manager, Administrative Technician, and/or Airport Operations & Maintenance Supervisor.

AIRPORT PLANNING / NOISE ABATEMENT SECTION:

There is currently one Airport Sr. Planner / Noise Abatement Officer assigned to the Aviation Division, reporting directly to the Airport Manager.

Reports to and assists the Airport Manager with the development and implementation of the Airport's noise compatibility and environmental compliance programs. Acts as the Airport's liaison to the surrounding communities and handles all noise complaints both during and after hours. In accordance with Airport management procedures, gathers noise-monitoring data, noise complaints from surrounding communities, information from Air Traffic Control, and other available sources to assist the Airport Manager in identification of aircraft not in compliance with the Airport's Voluntary Noise Abatement and Fly Neighborly Policies. Assists the Airport Manager to prepare correspondence to aircraft operators violating the Airport noise policies and to tenants/users in non-compliance with environmental regulations.

More specifically, responsibilities include:

1. Assists the Airport Manager to develop and maintain community relations regarding noise compatibility and airport planning programs to broaden community awareness of aviation noise issues.
 2. Provide general guidance for airport, noise control and compatibility planning
 3. Provide specific guidance for preparation of Airport noise exposure map and Airport noise compatibility programs by Airport operations for submission under FAR Part 150 and the Aviation Safety and Noise Abatement Act of 1979.
 4. Provide guidance for citizen involvement in Airport planning.
 5. Provide guidance for the preparation of Airport Master Plans, pursuant to the provisions of the Airport and Airway Improvement Act of 1982.
 6. Develop and implement a comprehensive Airport noise and community planning program including new noise mitigation programs developed through a recent FAR Part 150 study.
 7. Compose monthly reports based on noise complaint volume, research data, and special neighborhood issues.
 8. Provide leadership on projects including establishing time frames and milestones and progress monitoring plans.
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9. Acts as the Airport's liaison to the surrounding communities and handles all noise complaints, answers questions and providing technical information to the public; investigates complaints and recommends corrective action as necessary.
10. Gathers noise monitoring data, noise complaints from surrounding communities, information from Air Traffic Control, and other available sources to assist the Airport Manager in identification of aircraft not in compliance with the Airport's Voluntary Noise Abatement and Fly Neighborly policies.
11. May attend, on behalf of Airport Management, Community Council Meetings of communities surrounding Lunken Airport as noise ambassador to the Airport and the Aviation Division.
12. Accepts suggestions regarding noise compatibility and mitigation program status to surrounding communities, Airport tenants and operators, Federal Aviation Administration, Airport Management, and other City officials as required.
13. Conducts noise monitoring with portable noise-monitoring equipment.
14. Assists the Airport Manager in conducting and maintaining FAA Part 150 Noise Studies, Noise Compatibility Programs, and Land Use Programs.
15. Works with other agencies as assigned, such as the City's Office of Environmental Management, Hamilton County Department of Environmental Services, Cincinnati/Northern Kentucky International Airport Noise Abatement Department, and FAA in conducting Airport noise compatibility/mitigation and environmental compliance programs.
16. Performs related duties as required or directed by the Airport Manager.

AIRPORT OPERATIONS & MAINTENANCE SECTION

Airport Operations & Maintenance Supervisor:

There is currently one Airport Operations & Maintenance Supervisor assigned to the Aviation Division, reporting directly to the Airport Manager and indirectly to the Director, DOT&E.

Responsible to the Airport Manager for the performance of duties including Airport maintenance, specific Airport operations, and compliance with FAA FARs 77, 1542, and 139. Responsible for ensuring continuous operation and safety and security of the Airport facility.

More specifically his responsibilities include:

1. Makes an inspection and maintains a record of all aeronautical areas including pavement, markings, lighting, safety areas, birds, construction, emergency equipment, and fueling practices.
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2. Monitors the operation of the Airport and resolves any maintenance or operational difficulties.
3. Identifies and resolves any hazard to Airport operation.
4. Responsible for snow removal and Airport emergencies. May perform snow removal operations.
5. Assists Airport Administrative Technician in the ordering of parts, equipment, and materials, and processing of contracts through the City's Financial System.
6. Represents the Airport Manager in routine operational matters.
7. Supervises and coordinates all contract services that relate to Airport operation.
8. Coordinates construction and maintenance on or near the air activity areas to insure minimum interference with the Airport operation.
9. Responsible for work direction to the Airport Maintenance and Custodial staff and the coordination and completion of Airport operational maintenance items.
10. Coordinates capital projects for Airport facilities and improvements.
11. Coordinates the Airport's Federal Aviation Administration Part 139 (Safety and Security) programs.
12. Responsible for liaison between Airport maintenance operations and Federal Aviation Air Traffic Control Tower.
13. Maintains a working knowledge of all Federal Air Regulations and Operating Advisories as they apply to the Airport operation.
14. Responsible for Aviation Division motorized equipment fuel usage, maintenance, and replacement program.
15. Performs related duties as required or directed by the Airport Manager.

Airport Maintenance Supervisor (Crew Leader):

There is currently one Airport Maintenance Supervisor/Crew leader assigned to the Aviation Division, reporting directly to the Airport Operations & Maintenance Supervisor and indirectly to the Airport Manager.

Responsible for the maintenance of the Airport through the identification of maintenance needs, tenants' compliance with their maintenance agreements, and the direction of the maintenance crews. Performs responsible supervisory duties, which will result in economical and efficient utilization of all manpower, materials, and equipment assigned to his jurisdiction.

More specifically, responsibilities include:

1. Plans and schedules maintenance and repair tasks and the composition of work crews. Makes assignment of tasks to the Airport service contractors and gives instructions on work procedures to be used.
2. Inspects work for progress and adequacy. Gives instructions on unusual work problems involving equipment, materials, and work processes. Consult with superior on major or costly repair problems.
3. Inspects tenant and concessionaire facilities to ensure compliance with the maintenance provision of their agreements.
4. Makes or reviews estimates of time and material required for maintenance work. Requisitions tools and materials and arranges for the use of equipment as needed. Checks AD maintenance vehicles and other equipment for condition periodically.
5. Makes continuous inspections of facility for maintenance and repair needs and investigates equipment and other failures. Oversees emergency repairs and devises means for preventing or minimizing effects of subsequent failures.
6. Supervises maintenance, repair, alteration, and limited installation work in such typical fields as: electric power and lighting, plumbing, heating, paving, masonry, painting, welding, sheet metal, and carpentry. Directs cleaning and housekeeping activities for interior and outside areas, and snow removal work when required.
7. Oversees the maintenance activities at the Airport required to maintain its FAA Part 139 Safety Certification.
8. Maintains the Airport's computerized Maintenance Management System including preventive maintenance and project work.
9. Assists Operations Supervisor with snow removal and Airport emergencies. Performs snow removal operations.
10. Performs related duties as requested or directed by the Operations & Maintenance Supervisor or Airport Manager.

Airport Facility Maintenance Specialists:

There are currently two Airport Facility Maintenance Specialists assigned to the Aviation Division, reporting directly to the Airport Maintenance Supervisor and indirectly to the Airport Operations & Maintenance Supervisor.

Performs a wide variety of the more responsible semi-skilled tasks as a major part of the job related to the maintenance of buildings, walks, specialized equipment, etc. Uses a wide variety of hand and power tools appropriate for the task. The work includes a high degree of responsibility in the construction of wood and/or metal items and the more advanced

troubleshooting and maintenance tasks. Expected to work independently on a large variety of tasks, performing the work in an efficient and skillful manner. Performs related work as required.

More specifically his responsibilities include:

1. Installs mixed concrete in accordance with good construction practices and the City code: includes such as building and installing wood forms, cutting, setting and tying reinforcing rods, preparation of mix, finishing to grade.
 2. Modifies concrete and related: includes such as core drilling, cutting out extension joints, pouring new joint material.
 3. Tuck points brick and blocks and replaces such as concrete blocks: includes such as mixing mortar, chiseling.
 4. Installs and replaces paneling: includes up to cutting and securing.
 5. Installs and replaces any tile except terrazzo: includes installing new wall angles, main and intermediate rails.
 6. Installs glass: includes measuring, cutting, and securing.
 7. Doors and related: installs, modifies and repairs doors, frames, sills, hardware and related: includes pre-hung doors, self-fabricated doors, and related frames, etc. includes measuring, plumbing, planning, chiseling, veneering, caulking, and weather stripping.
 8. Makes repairs to plumbing fixtures, pipes and accessories: includes replacing whole units or parts of flushing units, faucets, shower heads, traps, fittings, disassembling and reassembling sump pumps, and replacing mirrors.
 9. Repairs pipe, fittings, and tubing used in plumbing: includes cutting, bending, flaring, threading, leading, and soldering.
 10. Paints existing doors, windows, walls, sheds, etc. with premixed paint.
 11. Constructs and modifies metal items: includes construction of such as rails, racks, show props: includes actions such as cutting out metal with a torch, minor welding such as gate hasps, shaping flashing by hand, soldering, riveting, and attaching hardware securely.
 12. Constructs and modifies wood items such as sheds and ladders: includes measuring, cutting, drilling, routing, fitting, finishing, and attaching.
 13. Preventive maintenance: repairs roofs, excluding the removal of the top layer of asphaltic tar: includes a search for leaks and loose items (capstones, etc.), applying of cold patches, replacing shingles, caulking flashing, reseating capstone.
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14. Performs preventive maintenance on boilers, heaters, air conditioning units, tools, etc.: includes cleaning flues and pilot lights, replacing thermostats and thermocouple.
15. Applies safety principles and practices as stipulated in department policies and procedures, and the Employee Safety Instruction Manual (Green Book), identifies unsafe practices and conditions and brings such matters to the attention of the crew leader or supervisor.
16. Performs other duties as requested or directed by the Airport Maintenance Supervisor or Operation Supervisor.

Airport Maintenance Workers:

There are currently two Airport Maintenance Workers assigned to the Aviation Division, reporting indirectly to the Airport Maintenance Supervisor and directly to the Airport Operations & Maintenance Supervisor. This employee works alone, or in a crew, to maintain the Airport runways, taxiways, grounds, buildings, light assemblies and structures. Operates mowers, tractors, and other power equipment for mowing and snow removal. Performs general building maintenance work as assigned. Performs related work as required.

Works alone, or in a crew, to maintain the Airport runways, grounds, buildings, light assemblies, and structures. Operates mowers, tractors, and other power equipment for mowing and snow removal. Performs general building maintenance work as assigned. Performs related work as required.

More specifically, responsibilities include:

1. Mows grass and removes snow.
 2. Repairs and replaces fence sections.
 3. Applies asphalt to grade and to seal cracks.
 4. Installs concrete light stanchions and patches concrete.
 5. Climbs ladder to make roof and gutter repairs.
 6. Repairs windows, doors, locks, etc.
 7. Services tractors, mowers, and related equipment according to maintenance manuals.
 8. Assists a Facility Maintenance Specialist in laying and removing conduit, etc.
 9. Applies safety principles and practices as stipulated in department policies and procedures and the Employee Safety Instruction Manual (Green Book), identifies unsafe practices and conditions and brings such matters to the attention of the crew leader or supervisor.
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10. Digs trenches and holes.
11. Drives a light truck and other assigned equipment when necessary.
12. Performs other duties as requested or directed by the Airport Maintenance Supervisor or Operation Supervisor.

Airport Utility Laborers:

There are currently two Airport Maintenance Workers assigned to the Aviation Division, reporting directly to the Airport Operations & Maintenance Supervisor.

Performs simple tasks related to the proper care of the premises and the operation of the Airport. May perform cleaning duties, may give directions to visitors, may check windows and doors, etc.

More specifically, responsibilities include:

1. Scrubs, sweeps, waxes, and dusts floors.
 2. Cleans and polishes furniture.
 3. Cleans walls, windows, blinds, drapes, and light fixtures.
 4. Empties waste baskets, gathers and disposes of other waste and discarded materials.
 5. Cleans lavatories and replenishes lavatory supplies.
 6. Replaces light bulbs or florescent tubes.
 7. Moves furniture.
 8. Sweeps, weeds, and hoses outside steps, walks, and parking spaces.
 9. Removes snow.
 10. Loads and unloads materials and supplies from trucks.
 11. Operates vacuum cleaners, power scrubbers, and other basic cleaning machinery, utility cart, light truck, and small snow blower. Makes minor repairs and adjustments of equipment.
 12. Checks heating and air conditioning systems for proper operation and reports need for service or repair.
 13. Keeps yard, parking spaces, outside walks and steps in clean orderly condition.
 14. Mows and waters lawns.
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15. Provides simple care of shrubs and flowerbeds.
16. Performs other duties as requested or directed by Operation Supervisor and/or Maintenance Supervisor.